

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

(916) 445-6907



April 9, 1979

ALL-COUNTY INFORMATION NOTICE I-37-79

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: INSTRUCTIONS FOR THE COMPLETION OF THE DFA 296 (MONTHLY FOOD
STAMP STATISTICAL REPORT)

REFERENCE:

The purpose of this notice is to provide instructions on how the new procedures required by the recently issued food stamp reform regulations are to be reported on the DFA 296 (Food Stamp Program Monthly Statistical Report). Copies of the revised report will not be available for the time being. Counties are therefore requested to use these instructions to report the new information on the current version of the DFA 296.

The areas of the new regulations which will require modified reporting include application processing, denial of public assistance (PA) food stamp applications, restoration of benefits to ineligible households, and recertification criteria. Reporting requirements for all of these areas are included in the attached instructions. In addition, there are now some items which are no longer necessary to report. These areas are also specified in the following attachment.

We appreciate your cooperation in making this adjustment. Any program-related questions that you might have regarding this information should be directed to your Food Stamp Operations Analyst at (916) 322-5475. Questions concerning specific reporting procedures should be directed to the Statistical Services Bureau at (916) 322-5462.

Sincerely,

A handwritten signature in dark ink, appearing to read 'R. E. Reich', with a large, stylized flourish extending from the end of the signature.

R. E. REICH
Deputy Director

Attachment

1. Application Processing

The new regulations provide that eligible food stamp households will be certified effective for the month of application. This will be true even if the household's eligibility is not determined until a subsequent month. This provision could result in various certification and reporting situations in which the eligibility determination is made in the month after the month in which the application is filed:

- a. The county might determine that the applicant was eligible in both the month of application and the month in which the eligibility determination was made.

Month 1	Month 2
eligible	eligible
*	*
application received	eligibility determination made

A household in this situation would receive two months' worth of benefits in Month 2.

For DFA 296 purposes, this will be reported as follows:

<u>Month 1</u>	<u>Month 2</u>
1) Application received (Part A, line 2)	1) Application approved (Part A, line 4a; Part B, line 7a)
2) Application pending 1-30 days (Part A, line 5a)	2) Case certified eligible to participate (<u>one</u> count) (Part B, line 8a)

- b. The county might find that the applicant was eligible for the month in which the application was filed, but ineligible in the following month.

Month 1	Month 2
eligible	ineligible
*	*
application received	eligibility determination made

This household would receive the benefits it was entitled to receive for Month 1 in Month 2.

For DFA 296 purposes, this situation will be reported as follows:

Month 1

- 1) Application received
- 2) Application pending 1-30 days

Month 2

- 1) Application approved
- 2) Case certified eligible to participate
- 3) Case removed from certification
(Part B, line 9)

There will be no separate denial count recorded for the determination of ineligibility in Month 2.

- c. It could be determined that the household was ineligible for the month in which the application was filed, but eligible for the following month in which its certification was completed.

Month 1	Month 2
ineligible	eligible
*	*
application received	eligibility determination made

This household would only receive benefits for Month 2. This situation will be reported on the DFA 296 as follows:

Month 1

- 1) Application received
- 2) Application pending 1-30 days

Month 2

- 1) Application approved
- 2) Case certified eligible to participate

There will be no separate denial count recorded for the determination that the household was ineligible in Month 1.

- d. The household may be determined to be ineligible for both the month of application and the following month in which the determination of eligibility was made.

Month 1	Month 2
ineligible	ineligible
*	*
application received	eligibility determination made

DFA 296 reporting for this situation would be as follows:

Month 1

1) Application received

2) Application pending 1-30 days

Month 2

1) Application denied
(Part A, line 4b)

There would be no separate denial count for the determination of ineligibility for Month 1.

It should also be noted that under the reform regulations, a request for food stamps will be considered as an application when it has been received on the Forms CA 1 or DFA 285A. The Form CA-2A will no longer be used.

If the county is unable to complete the processing of an application within the prescribed 30-day period due to the fault of the household, the new regulations provide that the county has the option of sending the household either a Notice of Denial or a Notice of Pending Status. However, if a Notice of Denial is sent and the household takes the required action within 60 days of the date the application was filed, the case shall be reopened without requiring a new application. Therefore, regardless of whether a county chooses to use a denial or a pending notice in this situation, this case shall be reported as pending on the DFA 296. It would be entered in Part A, line 5(b), "Pending over 30 days". The following example indicates how these kinds of cases shall be counted on the DFA 296.

Month #1	Month #2	Month #3
*	*	*
Application received	Initial 30-day processing period ends. Either a pending or a denial notice is sent to the applicant	Application is either approved or denied

Month 1

1) Application received

2) Application pending
1-30 days

Month 2

1) Case pending
over 30 days
(Part A, line 5b)

Month 3

1) Either an application approved or denied

2) If approved, case certified eligible to participate (1 count)

2. PA Denials

With the elimination of categorical eligibility for public assistance (PA) food stamp recipients under the reform regulations, it will now be necessary to record food stamp denial actions taken on households that apply for both PA and food stamps. The following instructions are to be followed for DFA 296 reporting on these cases:

- a. If the PA eligibility determination is not completed within 30 days (AFDC regulations require a 45-day processing period), the new regulations require that the 30-day food stamp application processing period must still be observed. The initial food stamp action taken on the case shall thus be reported as a nonassistance action. If the case is initially approved for food stamps and then later approved for AFDC, it shall be considered in that month as a change in program classification and reported in Part B, line 7(c).
- b. If both the AFDC and food stamp determinations are made within 30 days from the date the application was filed, the following reporting instructions must be followed:

<u>AFDC Action</u>	<u>Food Stamp Action</u>	<u>DFA 296 Reporting</u>
1. Denied	Denied	Nonassistance denial
2. Denied	Approved	Nonassistance approval Nonassistance case certified eligible to participate
3. Approved	Denied	Public assistance denial
4. Approved	Approved	Public assistance approval; PA Case certified eligible to participate

Since the current version of the DFA 296 does not include a line item for PA denials, counties will have to write in the amount of these actions next to the space in Part A, line 4(b) that is provided for other denial actions. The line that was previously used to record all food stamp denials will now be used to report NA denials only. The attached example of the interim report format shows how these cases should be included.

In situations where a PA food stamp case has had a change in circumstances resulting in its public assistance benefits being discontinued, the new regulations require that a notice of expiration be sent to the household stating that its food stamp certification period will expire at the end of the month following the month in which the notice is sent. On the DFA 296, these

cases will continue to be reported as PA cases certified eligible to participate in the month after this notice is sent. They will not be transferred to an NA classification on the report for this period of time.

3. Restoration of Lost Benefits to Ineligible Households

As you know, the food stamp reform regulations allow food stamp benefits to be restored even if the household is currently ineligible. The revised DFA 296 report will include a line item in Part B to account for these cases. Until the new report is available, counties shall write in a footnote to page one of the current version labelled "Restored benefits to ineligible households", and shall report all cases receiving benefits in this manner in this space. These cases must be broken out according to program classification (see example attached of interim form format). Each case receiving such benefits should be counted as certified eligible to participate (Part B, line 8a) but not as an application approved (Part A, line 4a, Part B, line 7a).

4. Recertification Actions

The requirements in the new regulations pertaining to recertification procedures have replaced the previous requirements on subsequent certification processing. Therefore, the current instructions for the completion of Part C of the DFA 296 can now be discontinued. However, counties will be required to provide data on recertification actions. Until the revised report is available, this information will have to be included in Part C of the current version. Thus, the term "Subsequent Certification Processing" on the DFA 296 will now be defined as the completion of the required recertification actions. Counties shall use the following instructions in providing this information in Part C:

Item 1. Pending from last month - This will be the same number as included in Part C, item 5 on the previous month's report.

Item 2. Number due this month - Enter the number of households in the last month of their certification period that have submitted applications for recertifications by the 15th day of the month.

Item 3. Total due during the month - Enter the sum of items 1 and 2 above.

Item 4. Disposed of during month - This will continue to be the sum of (a) and (b) below.

- a. Determined continuing eligible - Enter the number of cases for which a recertification determination resulted in the case being approved for continued participation. This data should then be broken out according to PA and NA as listed.
- b. Determined ineligible - Enter here the number of cases for which a recertification determination resulted in the case being denied for continued participation.

Item 5. Subsequent certifications pending at end of month - Enter the number of cases for which a requested recertification determination was not completed by the end of the month.

Footnotes: a) At the bottom of page 2, write in the number of households in the last month of their certification period that submitted an application for recertification between the 16th and the end of the month (see attached example). Label these cases "Late recertifications". For reporting purposes only, these cases will be considered as late recertifications. They shall not be counted as new applications on the DFA 296. b) Also at the bottom of page two, write in the number of new applications received within thirty days from the end of the recipient's previous certification period. These cases are to be labeled "New applications received within 30 days", and shall also be included in Part A and B where appropriate.

Examples of these footnotes are provided in the attached sample form.

5. Discontinued Items

In addition to the discontinued items already mentioned, the following additional items can now be disregarded on the current version of the DFA 296. They will be removed from the revised version of the report.

- a. Part B, item 7b (60-day continued certification transfers). This data should now be included in item 7d (other approvals).
- b. Part B, item 8a(1) (persons in item 8a cases) (Data will still be reported in line 8a, cases certified eligible to participate.)
- c. Part B, item 11 (Number of cases suspended during the month due to three consecutive months of ATP nonusage).
- d. Part B, item 12 (Mail Issuance Households).
- e. Part D, all items (1-7).

With respect to the effective date for these changes, data on the new procedures for application processing is to be reported beginning with the DFA 296 for April, 1979. This includes all items in Part A and items 7a and 8a from Part B. Reporting on all of the other changes may be delayed until May's report is completed.

All of the previously issued instructions relating to the DFA 296 that are not affected by this notice will remain in effect until the new form and corresponding instructions are issued.

**FOOD STAMP PROGRAM
MONTHLY STATISTICAL REPORT**
SEND ONE COPY TO:
**DATA MANAGEMENT AND ANALYSIS BUREAU
DEPARTMENT OF SOCIAL SERVICES
744 P STREET, MAIL STATION 12-81
SACRAMENTO, CALIFORNIA 95814**

COUNTY	FOR THE MONTH OF
	, 19

PART A. APPLICATIONS FOR FOOD STAMPS

1. Pending from last month (Item 5 last month, or explain)	_____
2. Received during the month	_____
3. Total during the month (Sum of 1 and 2)	_____
4. Disposed of during month (Sum of a and b, below)	_____
a. Approved (same as Part B. 7a)	_____ PA denials
b. Denied	_____
5. Applications pending at end of month (3 minus 4, above; also, a plus b, below)	_____
a. Pending 1 to 30 days	_____
b. Pending over 30 days	_____

PART B. CERTIFIED CASELOAD

	PAFS (1)	NAFS (2)
6. Cases brought forward from last month (Item 10 last month, or explain)	_____	_____
7. Cases added during month (Sum of a through d, below)	_____	_____
a. Applications approved	_____	_____
b. 60-day continued certification transfers	_____	_____
c. Changed in program classification from PAFS or NAFS	_____	_____
d. Other approvals	_____	_____
8. Total cases open during month (Sum of 6 and 7, above; also, a plus b, below)	_____	_____
a. Certified eligible to participate during report month	_____	_____
(1) Persons in Item 8a cases	_____	_____
b. Other cases	_____	_____
9. Cases removed from certification during month	_____	_____
10. Cases carried forward to next month (8 minus 9)	_____	_____
11. Number of cases suspended during month due to three consecutive months of ATP nonusage	_____	_____
12. Mail Issuance Households	_____	_____
13. PA Recipients in Participating NAFS (mixed) Households	_____	()

FOOTNOTE:

 Restored benefits to
ineligible households:

PA

NA

PART C. SUBSEQUENT CERTIFICATION PROCESSING

1. Pending from last month (Item 5 last month, or explain)	_____
2. Number due this month.....	_____
3. Total due during the month (Sum of 1 and 2)	_____
4. Disposed of during month (Sum of a and b, below).....	_____
a. Determined continuing eligible (Sum of (1) and (2)).....	_____
(1) PAFS cases	_____
(2) NAFS cases	_____
b. Determined ineligible	_____
5. Subsequent certifications pending at end of month (3 minus 4, above; also, a plus b, below)	_____
a. Pending 1-30 days	_____
b. Pending over 30 days	_____

PART D. REASONS FOR REMOVAL FROM CERTIFICATION

(Sum of 1 through 7, below, shall equal Part B. Item 9)

	PAFS (1)	NAFS (2)
1. Died or moved..... (82)		
2. Voluntarily withdrew..... (83)		
3. Refusal to pay fraud claim..... (84)		
4. Changed in program classification to PAFS or NAFS (85)		
5. Failure to comply with subsequent certification requirements..... (87)		
6. Refusal to cooperate with quality control review..... (88)		
7. All other reasons..... (86)		

PART E. REASONS FOR DENIAL OF APPLICATIONS

(Sum of 1 through 7, below, shall equal Part A. Item 4b)

1. Excess income	(60)	_____
2. Excess resources	(65)	_____
3. Refusal to supply essential information.....	(70)	_____
4. Refusal to comply with work registration requirements.....	(75)	_____
5. Established residence in another county or state	(80)	_____
6. Unable to locate applicant	(81)	_____
7. Denials for reasons other than those listed above.....	(82)	_____

COMPLETED BY

TELEPHONE NUMBER

DATE

FOOTNOTES:

- a) Late recertifications _____
- b) New applications received _____
 within 30 days _____